



Temporary 3 a.m. Permit Application

City of Kansas City, Mo.
Neighborhoods and Housing Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106
(816) 513-4561

All of the following requirements must be met in order to process your application

- ☐ Be a current sales-by-drink Sunday liquor license holder as required by RSMo 311.088 of the Missouri State Statutes.
- ☐ Be the holder of a current sales-by-drink liquor license that was issued under section 10-102 , 10-103, 10-134 or 10-135 of the code of ordinances of the city of Kansas City, Missouri.
- ☐ Prior to submitting this application, you must successfully complete the consent requirement as outlined in section 10-106(b)(1)(a) of the code of ordinances of the city of Kansas City, Missouri.
- ☐ **Package sales prohibited.** No retail licensee holding a temporary 3:00 a.m. closing permit pursuant to this section, nor employee of the licensee, shall sell, give away, otherwise dispose of or allow the removal from the licensed premises any alcoholic beverages in the original package on or about the licensed premises between the hours of 1:30 a.m. and 6:00 a.m. Tuesday through Saturday, or, between the hours of 12:00 midnight Sunday and 6:00 a.m. Monday.

Each temporary 3:00 a.m. closing permit costs \$75 – A maximum of six (6) permits will be issued on an annual basis

Name of the event (i.e., New Years Eve Bash) _____

DBA name _____ DBA address _____

Applicant's name _____ Date of event _____
Managing officer, sole owner, partner or corporate officer ONLY

Applicant's daytime phone number _____ Applicants email _____

Location of event: ☐ indoors ☐ outdoors ☐ both indoors and outdoors

This event will be a: ☐ public event ☐ private event (invitation only) Number of attendees expected _____

Will this event involve a street closure or will it be held on an unlicensed portion of the premise? ☐ yes ☐ no ***If this event will be held on an unlicensed portion of the premise, you must submit a catering permit***

Where will security be stationed during the event? ☐ indoors ☐ outdoors ☐ both indoors & outdoors

Security will be: ☐ armed ☐ unarmed Number of security officers who will be on site during the event _____

Security company _____ Phone _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO RECEIVE A STATE LETTER OF APPROVAL

- ☐ **\$75 permit fee** – a temporary 3:00 a.m. permit allows the licensee to remain open between 1:30 am. and 3:00 a.m. within one 24-hour period

THE FOLLOWING CONTINGENCY ITEMS MUST BE SUBMITTED TO RECEIVE A PERMIT

- ☐ **State Temporary Liquor Permit** (see #1 on page two for more information)
- ☐ **Security Provider Contract** outlining the details of security to be provided during the event (see #2 on page two for more information)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with all Kansas City, MO ordinances and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct
Applicant's printed name

to the best of my knowledge and belief.

Signature of applicant

Date

----- **For office use only – Do not write below this space** -----

This is the _____ temporary 3:00 a.m. closing permit issued to this licensee within the past twelve months.

Application: [] approved [] disapproved _____ Date _____
Regulated Industries Division Manager/Designee signature

Permit: [] issued [] not issued _____ Date _____
Regulated Industries Division Manager/Designee signature

State reason if permit not issued: _____

Requirements & policies governing temporary 3:00 a.m. permits

- 1. **State License** – You must make application for and receive a catering (liquor license) from the State of Missouri Division of Alcohol & Tobacco Control prior to the issuance of the catering permit from Regulated Industries Division. **State of Missouri Division of Alcohol & Tobacco Control: 573-751-2333 or 573-751-2964.**
- 2. **Security** – An indication of what security measures will be taken for crowd control must be submitted. Include the number of employees and the number of security officers that will supervise the event. For every 100 people projected to be at the event, two security officers or police officers may be required. **Sec 10-105(a)(3)(e)**